

# PROPOSAL DEVELOPMENT RESOURCES

This segment of the program will describe the development resources and support services available through the ORD, including tools such as checklists, outlines, logic models, writing prompts, boilerplate language, and examples/templates for various supplemental documents.

You will learn about institutional subscription services for help finding the perfect proposal opportunities, how ORD models their responsiveness and editorial reviews, and how to find institutional capacity resources.

Office of Research Development

January 25, 2023



# Quality & Resource Facilitation

We try our best to make resources and tools for enhancing quality easily accessible through our website.

MISSISSIPPI STATE UNIVERSITY  
OFFICE OF RESEARCH DEVELOPMENT

myState Directory

Search ORD

About Services Finding Funding Proposal Preparation Programs Request Assistance

## Office of Research Development

We support individual and institutional efforts to attract external funding through development of quality, competitive proposals, strategic collaboration, and providing expert support to increase impact, foster professional growth, and build capacity of researchers to expand MSU's funding portfolio.

Services  
Finding Funding  
Proposal Preparation  
Education and Events

PIVOT  
Toolkits & Templates  
Calendar  
Development Resources  
Broader Impacts



The Research Directory Links will take you directly to where you need to be to find funding, tools, and upcoming events.

## Toolkits & Templates

Every proposal is unique. The following are examples and resources the Office of Research Development can provide or assist with for your specific proposal.

Please [contact us](#) to request these and similar tools and resources.

+ Project Design Resources

+ Proposal Preparation Tools

+ Agency-specific Guidance & Checklists

+ Administrative Resources and Forms

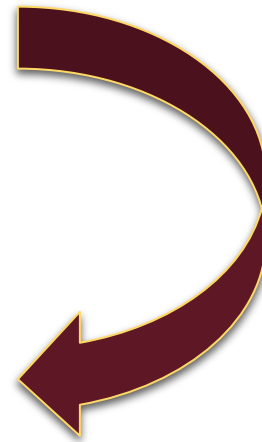
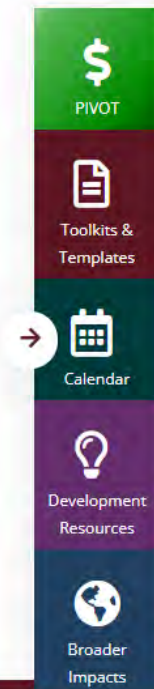
+ Budget Guidance and Resources

+ Personnel Documents

+ Supplemental Document Templates & Resources

+ Letters

+ Starter Language & Capacity Descriptions



- Clicking on Templates & Toolkits take you directly to our **ORD One Drive**.
- Broken down into different resource areas, you can find templates, forms, and samples on everything from letters and biographical sketches to narrative sections, budgets, and boilerplate language.

## TOOLKITS & TEMPLATES

If you don't find it there, email us at [development@ord.msstate.edu](mailto:development@ord.msstate.edu) and we'll find it for you!

<b>PROJECT DESIGN RESOURCES</b>	<ul style="list-style-type: none"> <li>• Logic Models Examples &amp; Logic Model Templates</li> <li>• Diversity, Equity &amp; Inclusion Statements &amp; Prompts</li> <li>• Objectives Worksheets</li> <li>• Evaluation Plan Resources</li> <li>• Outreach &amp; Engagement Information</li> </ul>	<ul style="list-style-type: none"> <li>• White Paper Templates</li> <li>• Guidance for Contacting Program Officers</li> <li>• Timeline &amp; Responsible Party Grids &amp; Charts</li> <li>• Partnership Resources</li> <li>• Broader Impacts Resources</li> </ul>
<b>PROPOSAL PREPARATION TOOLS</b>	<ul style="list-style-type: none"> <li>• Requests for Sample Proposals or Excerpts</li> <li>• Subaward Related Resources</li> </ul>	
<b>AGENCY-SPECIFIC GUIDANCE</b>	<ul style="list-style-type: none"> <li>• Standard Proposal Components Outlines &amp; Checklists</li> <li>• Instructions by Federal Agency</li> </ul>	<ul style="list-style-type: none"> <li>• Program Specific Best Practices</li> <li>• NSF Proposal Prep Toolkit</li> <li>• Agency Direct Links</li> </ul>
<b>ADMINISTRATIVE RESOURCES &amp; FORMS</b>	<ul style="list-style-type: none"> <li>• Proposal Packaging and Submission Checklist</li> <li>• Subaward Information Request Template</li> <li>• MSU OSP Internal Procedures &amp; Documents</li> </ul>	
<b>BUDGET GUIDANCE &amp; RESOURCES</b>	<ul style="list-style-type: none"> <li>• Standard Templates</li> <li>• Justification Samples</li> <li>• Category Planning Worksheets</li> <li>• PHS &amp; Modular Detailed Budgets</li> </ul>	
<b>PERSONNEL DOCUMENTS</b>	<ul style="list-style-type: none"> <li>• Biographical Sketch Templates &amp; Instructions by Agency</li> <li>• Current &amp; Pending Support Forms by Agency</li> <li>• Collaborators &amp; Other Affiliations Templates</li> <li>• SciENcv Instructions</li> </ul>	
<b>SUPPLEMENTAL DOCUMENT TEMPLATES</b>	<ul style="list-style-type: none"> <li>• Data Management &amp; Sharing Plans Templates &amp; Instructions</li> <li>• Letter Templates &amp; Samples</li> <li>• NSF Postdoctoral Mentoring Plan Template &amp; Instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Human Subject Study Records Documents</li> <li>• Facilities, Equipment &amp; Other Resources Instructions</li> <li>• Specific Aims Templates</li> <li>• Collaboration Plans Templates &amp; Instructions</li> </ul>
<b>LETTERS</b>	<ul style="list-style-type: none"> <li>• Various Letter Samples &amp; Examples</li> </ul>	
<b>STARTER LANGUAGE &amp; CAPACITY DESC.</b>	<ul style="list-style-type: none"> <li>• Boilerplate Language and Capacity Descriptions for the entirety of Mississippi State University, including links to webpages.</li> </ul>	

# Development Resources

Here are some curated resources, including short articles, blogs, and videos, we think you will find useful! Please [contact us](#) if you'd like specific assistance locating information and resources.

- [Emerging Trends in Proposal Requirements Program](#)
  - Diversity, Equity and Inclusion
  - Community Engagement Plans
  - Collaboration Plans
- [NSF CAREER Proposal Resources](#)
- [A Basic Guide to Program Evaluation](#) (pdf)
- [Accessing NIH Application Forms](#) (video)
- [Crafting the Need Statement in Federal Grant Proposals](#) (blog)
- ["Open Mike" a blog of NIH Deputy Director for Extramural Research, Dr. Michael Lauer](#) (blog)
- [Logic Model Planning Process - Best Practices](#) (article)
- [Why You Should Volunteer to Serve as an NSF Reviewer](#) (article)
- [How to Find Time for Research](#) (article)
- [When to Contact Program Officer](#) (blog)
- [How to Find Collaborators for a Research Project](#) (video)
- [NIH's podcasts: "Getting to know NIH and the grants process"](#) (podcast)
- [RCR Mentoring Sample Language for Proposals](#) (pdf)
- [Tips for Proofreading your Next Grant Application](#) (blog)
- [How to Win Grants Series: How to Use Concept Papers](#) (short video)
- [Human Subject Regulations Decision Charts: 2018 Requirements](#) (decision tree)
- <https://www.aaas-iuse.org/lessons-learned-report-download/>
- [Hanover Research- Funding Landscape for Arts & Humanities Webinar](#)
- [Hanover Research-"The Grant Rant" \(Podcast\)](#)



- Clicking on Development Resources will again, take you directly to our **ORD One Drive.**
- There are links to blogs, videos, articles, and forms that you can use for information, best practices, and general proposal information.



## DEVELOPMENT RESOURCES

If you don't find it there, email us at [development@ord.msstate.edu](mailto:development@ord.msstate.edu).

## Broader Impacts & Resources

[Request a Broader Impacts consultation](#) with our team to learn more about how to identify and leverage partnerships and demonstrate the potential impacts of your work.

### Resources for Understanding Broader Impacts

[What are Broader Impacts?](#) ↗

[Resources for Planning and Evaluating Broader Impacts](#) ↗

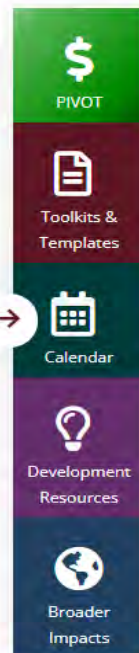
### Resources for Developing Your BI Plan

[NSF Broader Impacts: Improving Society](#)

The National Science Foundation's webpage on Broader Impacts includes examples of broader impacts.

[Advancing Research Impact in Society \(ARIS\) webpage](#)

This NSF-funded program works with scientists and engagement practitioners to build capacity, advance scholarship, grow partnerships and provide resources to help them engage with and demonstrate the impact of research in their communities and society. In 2021, MSU was one of six institutions selected to participate in the Program to Enhance Organizational Research Impact Capacity (ORIC) offered by the Advancing Research Impact in Society (ARIS) Center (NSF Award #1810732).



- Clicking on Broader Impacts will take you directly to a page dedicated to all things BI and advancing research in society.
- There are resources to better understand what BI is and how to plan and evaluate them; resources for developing a BI plan, how broader impacts improve society, and multiple tools, worksheets, and rubrics for creating strong broader impacts!



## BROADER IMPACTS

If you don't find what you need, email us at

[development@ord.msstate.edu](mailto:development@ord.msstate.edu) and we'll find it for you!

# PIVOT-RP

The screenshot displays the website for the Office of Research Development at Mississippi State University. The header includes the university logo and name, a search bar for ORD, and a navigation menu with links for About, Services, Finding Funding, Proposal Preparation, Programs, and Request Assistance. The main content area features a large image of a bulldog. On the left, the text reads: "Office of Research Development" followed by a paragraph: "We support individual and institutional efforts to attract external funding through development of quality, competitive proposals, strategic collaboration, and providing expert support to increase impact, foster professional growth, and build capacity of researchers to expand MSU's funding portfolio." A vertical sidebar on the right contains several icons and labels: a green icon with a dollar sign labeled "PIVOT" (with an orange arrow pointing to it and the text "Sign in"), a dark red icon with a document labeled "Toolkits & Templates", a dark green icon with a calendar labeled "Calendar", a purple icon with a lightbulb labeled "Development Resources", and a blue icon with a globe labeled "Broader Impacts". Below the bulldog image, there are four white buttons: "Services", "Finding Funding", "Proposal Preparation", and "Education and Events".

-Search and customize funding opportunities

-Save, track and share individual opportunities

-Match opportunities with potential collaborators

-Enhance communication and outreach

-Receive updates and notifications

-Stay updated with policy and funding insight

Getting Started: <https://www.ord.msstate.edu/>

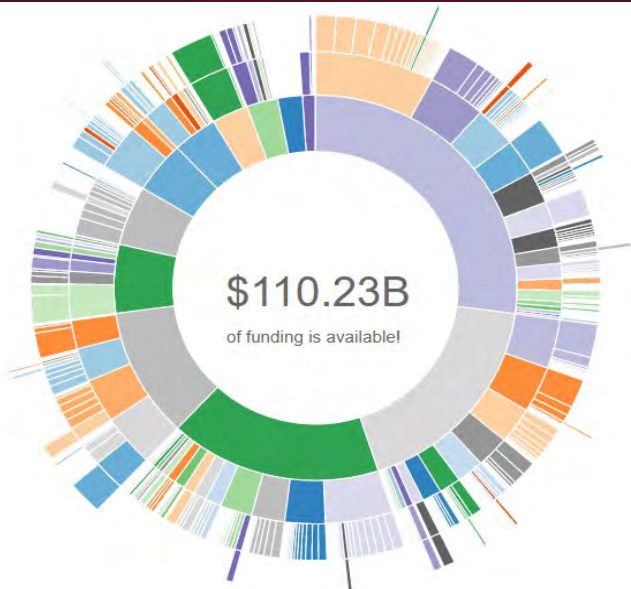
# PIVOT- RP

## ONE STOP SHOP

-STAY CONNECTED-

-CUSTOMIZE-

-DISCOVER-



## Connection to a WIDE distribution of Sponsors

- Federal, private foundations, state and local government, professional societies, etc

## Offers a WIDE variety of opportunity types

- Research, training, travel, program and curriculum development, etc

Questions: [Kristen@ord.msstate.edu](mailto:Kristen@ord.msstate.edu)



# TARGETS OF OPPORTUNITY (TOPS)

- Monthly newsletter sent out the 1<sup>st</sup> week of the month
- Highlights funding opportunities
- Advertise upcoming events, webinars and conferences
- Updates and things to know
- Pivot (w/ direct link)

**PIVOT-RP**

Find Funding  
Build Collaborations  
Increase Communications

[Silas Knox](#) & [Ashley Miller](#), Contract & Grants Specialists, College of Arts & Sciences  
[Matt Capella](#), Program & Grant Dev. Specialist, MSU - Extension Service Administration  
[Haleigh Fason](#), Contract & Grant Specialist II, FWRC |  
[Natalie Belk](#), Contract & Grant Specialist II, MAFES  
[Stephanie Huffman](#), Contract & Grant Specialist, College of Veterinary Medicine Basic Sciences  
[Schanna Beckham](#), Contract & Grant Specialist, Division of Business Research  
[MaryAnn Latham](#), Program & Grant Development Specialist, MAFES  
[Kyle Baggerly](#), Program & Grant Development Specialist, College of Education  
[Chris Kolb](#), Business Manager II, University Libraries  
[Natalie Young](#), Research Administrator, High Performance Computing Collaboratory  
[Teresa Bryan Watts](#), Program & Grant Development Specialist, Bagley College of Engineering  
[Cassie McGee](#), Special Projects Grant Coordinator, MAFES

Office of Research  
**TARGETS** of *Opportunity*

**Team Building & Funding Forecast**

Each month, ORD will curate and highlight four forecasted grant opportunities that reflect strong institutional capacities. We hope this initiative will encourage investigators to build strong collaborative teams and take on some of these important opportunities. If our office can provide further information about a particular opportunity or assist in identifying potential collaborators, please [contact us](#).

*You're the subject matter expert - let us help with the rest!*

[Sign In Here.](#)

*Schedule a Consultation with ORD!*

[development@ord.msstate.edu](mailto:development@ord.msstate.edu)

Upcoming Dates &  
Things to Know

# FULLER GRANT UPDATES

- Dr. Marty Fuller (MSU's Legislative Liaison)
- Highlight weekly grant opportunity updates
- Meeting and workshop notices from Federal agencies

The logo for OPS WATCH features a stylized blue eye icon on the left, followed by the word "OPS" in a large, bold, blue serif font, and the word "WATCH" in a smaller, blue serif font below it.

OPS  
WATCH

*Presented by*

The logo for Cornerstone features a stylized blue icon of a classical building with columns and a pediment.

**CORNERSTONE**  
— AN EMPLOYEE-OWNED COMPANY —

Table of contents, agency information, due dates, expected award numbers, estimated funding, explanation of purpose and opportunity links!!

**\*\*Distributed on Wednesdays**

# INTERNATIONAL FUNDING OPPS: FULLER GRANT UPDATES

## **Department of State - Bureau of International Security-Nonproliferation - Securing Emerging Technologies and Their Supply Chains**

**Estimated Proposal Due Date:** March 4, 2023  
**Expected Number of Awards:** 7  
**Estimated Total Program Funding:**  
**Award Ceiling:** \$6,419,753  
**Award Floor:** \$6,419,753  
**Funding Opportunity Number:** SFOP0009314

***Purpose:** The purpose of this NOFO is to address national security deficiencies in partner nations' export controls, related technology protection controls, public procurement, investment screening, and critical infrastructure protection measures, as well as build the corresponding institutional capabilities in customs and border enforcement. EXBS seeks to fund implementers to deliver tangible, measurable capacity development and technical assistance programming that helps address these regulatory and institutional weaknesses and facilitate private sector and academia's compliance with international nonproliferation norms.*

### **Eligible Applicants:**

Others

### **Additional Information on Eligible Applicants:**

*Domestic Non-federal entities (including state, local government, Indian tribe, institutions of higher education (IHE), or nonprofit organization), Foreign Non-Profit Organizations, Domestic & Foreign For-Profit Organizations (must waive fee/profit), and Foreign Public Entities (including Foreign Public International Organizations).*

### **Contact:**

**[ECC\\_Grants@state.gov](mailto:ECC_Grants@state.gov)**

**<https://www.grants.gov/web/grants/view-opportunity.html?oppld=345303>**

**\*\*Distributed on Fridays**

# ORED GRANT WRITING NEWSLETTER

Research Development & Grant Writing Newsletter which is published monthly by Academic Research Funding Strategies, LLC

Includes information & grant opportunities from various agencies

- *Active Links*
- *Announcements*
- *Information & Links to Webinars*
- *Advice & Resources*
- *Tips for proposal writing*
- *Policy changes & updates*
- *Agency reports*
- *Highlights NEW opportunities*

## Table of Contents

- Topics of Interest URLs
- January 2023 Select List of Humanities, HSS, and Arts Opportunities & News
- Recent Funding and Advocacy News in the Humanities and Arts
- Give a Wide Berth to Potential Plagiarism
- Advice and Resources for Your NSF MRI Proposal
- Seven Newly Posted DOE/SC Workforce FOAs
- The First Response to a BAA Is Often a White Paper
- Too Much "Why" and Not Enough "How"
- Faculty Writing Groups in the Humanities
- Funding Rates: Actual and Real
- Research Grant Writing Web Resources
- Educational Grant Writing Web Resources
- Agency Research News
- Agency Reports, Workshops & Research Roadmaps
- New Funding Opportunities

**\*\*Distributed ~ 15<sup>th</sup> of each month**

# LIMITED SUBMISSIONS

*External funding agencies "limit" the number of proposal submissions that an individual university may submit*

## How do I receive LS?

- LS are sent via email from ORD to a variety of individuals: DDD, G&Cs, ADRs, etc and then disseminated broadly
- These opportunities should already be posted in InfoReady

\*\*If a LS opportunity is identified outside of ORD postings, it's the responsibility of the MSU employee to notify ORD of that opportunity\*\*

## How to find the posted LS:

Office of Research and Economic Development (ORED) homepage

- <https://www.research.msstate.edu/>



**MISSISSIPPI STATE UNIVERSITY™**  
OFFICE OF RESEARCH AND  
ECONOMIC DEVELOPMENT

Search ORED



Home

About ORED

Initiatives

Centers & Institutes

Economic Development

Research Integrity

- Initiatives
- Limited Submissions
- Online Limited Submission portal (InfoReady) <https://msstate.infoready4.com/#>

# LIMITED SUBMISSIONS CONT.

## What are the processes?

Step 1 -View opportunities via the InfoReady portal or the link attached in the received email

Step 2- Personal eligibility

Step 3 -Submit ALL pre-proposal requirements through InfoReady by the internal deadline posted

Title	Due Date
NSF Partnerships for Innovation (PFI)	02/17/2023
NSF: Scholarships in STEM Network (S-STEM-Net): S-STEM Research Hubs	02/3/2023
FFAR: New Innovator in Food and Agriculture Research Award	01/27/2023
White Paper Only DoD TAMU University Consortium for Applied Hypersonics	01/24/2023
DOE: Research in Basic Plasma Science and Engineering	01/6/2023
NSF Major Research Instrumentation (MRI) Program	01/6/2023

-If the number of pre-proposals received exceeds the amount allowed by the agency, an internal review will determine which proposal(s) will move forward.

-If selected, an ORED approval number will be provided for those moving forward with a full proposal submission.

-OSP will not submit a LS proposal without an ORED approval number (must be on the IAS)

\*\*Email [Development@ord.msstate.edu](mailto:Development@ord.msstate.edu) to be added to the direct distribution lists\*\*

# IDENTIFYING COLLABORATORS AND RESOURCES

- ORD can help identify centralized resources such as:

*Core facilities*

- Research Centers and Institutes

*Major equipment*

*Industry partners*

*Community Partners*

*Cross-college collaborators*

- Co-PIs
- DEI experts
- Library resources
- Evaluators



## ONCE IDENTIFIED ORD CAN HELP:

---

*Connect you to the pertinent group, personnel, and resources.*

*Facilitate introductions between collaborators and partners.*

*Help navigate through administrative structures.*

- Understanding MSU policies
- College and Departmental rules
- Funding agency regulations



A close-up photograph of a desk. In the foreground, a document is open, showing the word "consulting." in a large, bold, serif font. Above it, the words "giving" and "providing" are visible. Below it, "giving ex" and "to other" are visible. At the bottom, "fessio" is visible. A silver and black fountain pen lies horizontally across the top of the document. To the right, a portion of a black calculator is visible. The background is a light-colored wooden desk. An orange horizontal bar is located in the top left corner of the image.

**ORD:**  
**your “in-house”  
consulting  
service**



## Services for Grantseekers

The Office of Research Development provides in-house consulting and assistance to support all stages of proposal development. If you need help identifying potential funding sources for your project, simply [email us](#) to request a meeting. For a detailed list of services we offer for proposal development and preparation, click "[Services Menu](#)" below and let us know how we can help!

Strategic Planning

Building Capacity

Convergence & Team Science

**ORD Services Menu**



- **ORD serves all**
- **When & how to request our services**
- **Timelines & Coordination**

# ORD Proposal Preparation\* Support

- By request and referral – ORD is not an administrative office.
- Timelines for types of services available are based on proposal deadline
- Assigned internally based on staff capacity (workload and expertise)
- ORD Services are separate from administrative and regulatory processes and procedures.
- “Top down” and “bottom up” support for elements - or entirety- of the proposal process.
- Including, but not limited to.....

# Less than 3 weeks before OSP deadline *(one or more of these may be requested)*

- Editorial Review: structural and grammatical feedback, and advise on the clarity of the narrative/project description (editing for common voice, consistency and style, and clarity for ESL writers)
- Critical Review: ORD will provide critique and feedback as to the responsiveness to the RFP and overall strength of the narrative/project description.
- Limited review of ancillary narrative components for grammar, compliance, and responsiveness to call.
- Budget Review: Review of budget and justification for correct categories, alignment with justification and project description, mathematical accuracy, and corroboration with other proposal documents (i.e., C&Ps, cover sheet, etc.) When provided with a draft or final version of the narrative or abstract, ORD will offer budget review regarding appropriateness of charges as well as compliance with sponsor, university, and federal or state regulations. ORD may review budget narrative.
- Proxy administrative support (if none exists in PI department) for uploading submission materials, completing IAS, communicating with OSP for submission.
- Assistance with navigating various sponsor forms and platforms, as appropriate and time allows.

# Minimum of 3 weeks before OSP deadline *(depending on complexity of proposal)*

- Editorial and Critical Review: comprehensive review of project narrative as well as any other requested proposal docs for responsiveness, compliance, and alignment with the solicitation and funder's priorities - with iterative feedback- when provided a minimum of 3 weeks before OSP deadline.
- Budget and justification creation assistance: when provided a draft of the narrative or project scope/workplan, ORD can assist faculty or staff with the creation of the budget and narrative, including providing language for the narrative portion. Budget will still be subject to review and approval by the PI's home department and college, as well as OSP- these areas' reviews will supersede that of OSP
- Provision of examples, samples and language (when available and appropriate) of MSU capacities, plans for data management, education and mentoring plans, impact, etc.
- Assistance with supplemental materials (depending on agency -i.e., demonstrating performance history) graphics support such as images, logic models, timelines, organizational charts, etc.
- Proxy support (if not available at dept) for coordination of partners on collaborative projects – letters, subaward forms, etc.

# 6+ weeks before OSP deadline

- RFP analysis
- RFP Review/preparation of checklists, proposal outline/prompts
- Assistance with project design (identification of gaps in capacity, ID data sources to strengthen proposal goals, help crafting clear objectives and outcomes, assistance with ID supporting literature, assistance with identifying demonstrations of impact, inclusiveness, and/or other RFP-specific requirements)
- Identification of team members/partners needed and/or management structure; ID resources for external evaluators, consultants, stakeholder audiences
- Competitive intelligence (review of agency and program-specific priorities, analysis of potential competition related to the project)
- assistance with budget scoping (fiscal needs analysis -appropriateness, cost share sources identification, etc.)
- assistance with development of human subjects study record and/or IRB/IACUC/ITAR, etc.
- General team oversight for full proposal production (manage team activities) – coordinate timeline and contributions of participating partners/stakeholders/team members
- By request and if available, facilitate peer or external review near final submission.
- Facilitate communication with funder (PO, etc.) as needed

# No ticket required!

Just shoot us an email to:

[development@ord.msstate.edu](mailto:development@ord.msstate.edu)

Describe your request or question and we will be in touch within one day!

Not sure what you need yet or just want to chat? Simply email us to set up a consultation!

